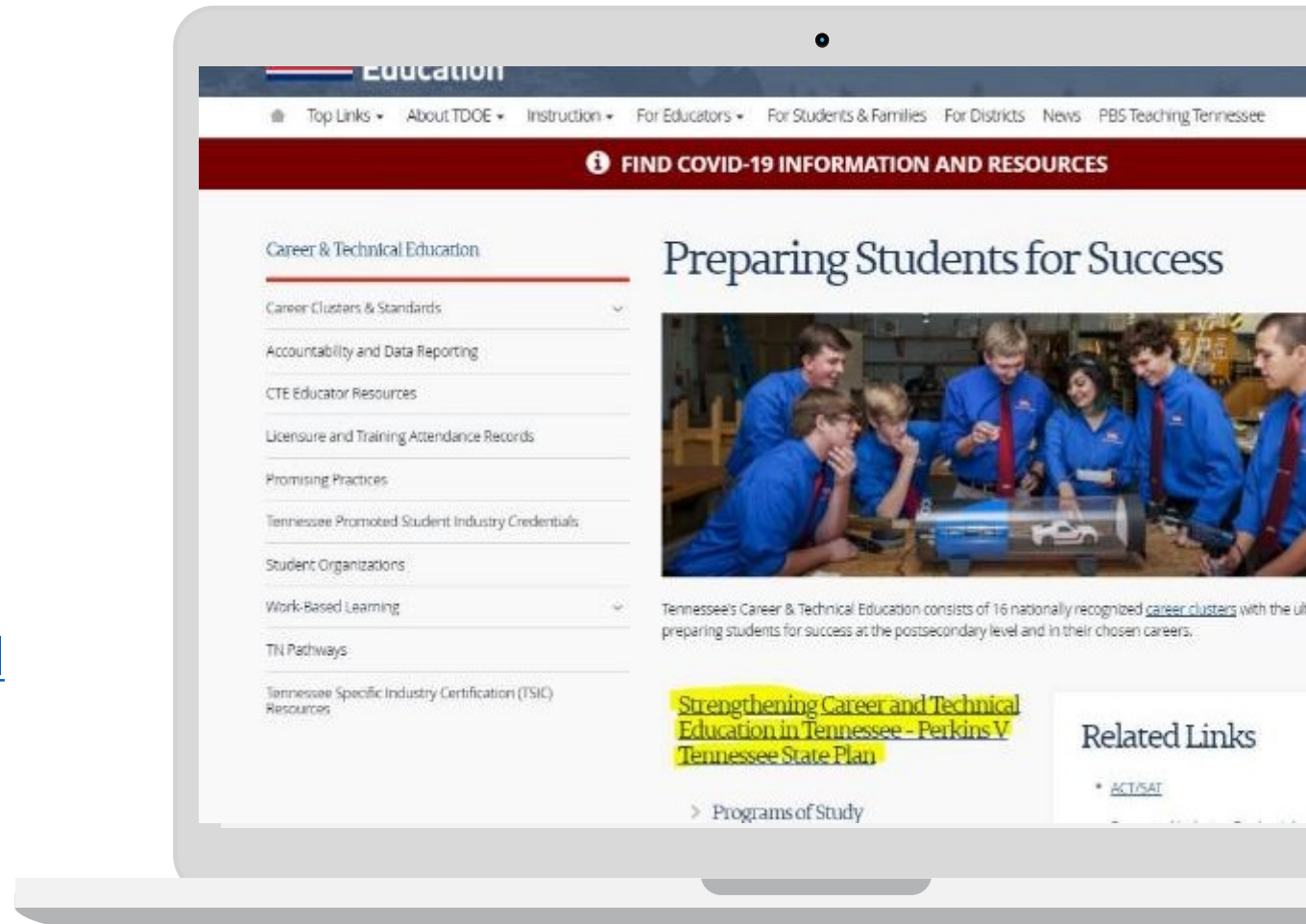


Helpful Resources to Have Handy

- [Strengthening Career and Technical Education in Tennessee](https://www.tn.gov/education/career-and-technical-education.html) state plan.
 - Visit <https://www.tn.gov/education/career-and-technical-education.html>
- FY23 Local Application Guide
 - Visit <https://www.tn.gov/education/career-and-technical-education/cte-accountability-and-data-reporting.html>
- ePlan access – www.eplan.tn.gov





BEST **FOR**
ALL

We will set all students on a path to success.

FY23 Local Application Statewide Overview

Sarah G. Williams, Director of CTE, CCTE Division | January 10, 2022



BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE
ACCESS TO A HIGH-QUALITY EDUCATION,
NO MATTER WHERE THEY LIVE

WHOLE CHILD

TENNESSEE PUBLIC SCHOOLS WILL
BE EQUIPPED TO SERVE THE
ACADEMIC AND NON-ACADEMIC
NEEDS OF ALL STUDENTS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR
THE EDUCATION PROFESSION AND BE
THE TOP STATE TO BECOME AND REMAIN
A TEACHER AND LEADER

TN

Department of
Education

Best for All Strategic Plan Overview



ACADEMICS: All Tennessee students will have access to a high-quality education... *by learning to read and reading to learn with high-quality materials.*



STUDENT READINESS: Tennessee schools will be equipped to serve the academic and non-academic needs of all students... *by developing robust career pathway opportunities and connecting students to real-time support.*



EDUCATORS: Tennessee will set a new path for the education profession... *by becoming a teacher for free.*



Objectives

By the end of this session, CTE directors will be able to:

- describe how Perkins V funding is used for Basic Program Improvement,
- articulate the purpose of the local application, and
- prepare their FY23 Perkins Basic Local Application.



Resource Introduction

- **Local Application Guide for FY23**
 - Provides details for each section of the local application, including screen shots and step-by-step instructions.
- **Local Expenditure and Implementation Guide**
 - Provides definitions of commonly used terms, explains the types of funding available, offers guidance on basic cost principles, details local uses of funds, captures budget line items, overviews allowable and unallowable expenditures, and answers frequently asked questions.
- **Perkins V Expenditure Test**
 - Provides guidance to local CTE administrators and district staff when determining where to appropriately define, budget, and charge expenditures under Perkins V.
- **Virtual Learning Series (Jan. 10)**
 - The presentation is intended to provide context to the instructions in the Local Application Guide for FY23 and to highlight common areas for consideration and focus.
- **Regional Study Council**
 - This presentation will provide further context to key areas of the local application to ensure high quality applications.
- **1:1 Meetings with your CORE CTE Consultant**
 - Your CORE CTE consultant will offer technical assistance office hours and/or local application workshops to address LEA-specific concerns through Feb. 2022.



Perkins V Basic Funding Overview

Have questions about Perkins funding? Drop them into the Q&A section now.



Perkins V Basic Funding Overview



- **Each state** establishes how they will provide funding to secondary and postsecondary CTE programs and programs of study.
- **Tennessee's funding** is allocated for:
 - State Leadership (10 percent of total allocation)
 - State Administration (15 percent of total allocation)
 - Local Funds (85 percent of total allocation)
- **Page 108** of the *Strengthening Career and Technical Education in Tennessee* state plan shares the Distribution Chart for Tennessee Perkins V funding.



Perkins V Basic Funding Overview



- **Local Funds** (85 percent of total allocation)
 - Basic Program Improvements (85 percent of allocation for Local Funds)
 - Reserve (15 percent of allocation for Local Funds)
- **Basic Program Improvements** (85 percent of allocation for Local Funds)
 - Secondary Basic (85 percent of allocation for Basic Program Improvements)
 - Postsecondary Basic (15 percent of allocation for Basic Program Improvements)



Basic Program Improvements Funding - Secondary

Referred to as “**Perkins Basic**” in Tennessee

Federal Requirements¹

- Formula based
- Determined by Census data
 - Population data
 - Poverty data
- Each LEA will receive \$15,000 minimum
- Must have an approved local application to receive Perkins Basic funding

¹ *Strengthening Career and Technical Education for the 21st Century*, Section 131



Basic Program Improvements Funding - Secondary

State Requirements²

- 5% **minimum** for professional development
- 5% **minimum** for performance targets (if missed for 2+ consecutive years)
- 5% **maximum** for administration
- 5% **maximum** for consumables
- 5% **maximum** for maintenance
- 20% **maximum** for CTSOs

² Strengthening Career and Technical Education in Tennessee State Plan, page 61



The Local Application

Have questions about why LEAs must submit a local application? Drop your questions in the Q&A section now.



Purpose of the Local Application

- **Meet federal guidelines³** to access and use Basic Program Improvement, Basic Funding, for Perkins V.
- **Guide CTE programs** for the entire fiscal year.
- The LEA's promise to **support teacher and student growth.**

³*Strengthening Career and Technical Education for the 21st Century, Section 134(a)*



Local Application Required Components⁴

1. Description of CLNA results.
2. Information CTE course offerings and activities for two state-approved programs of study.
3. Description of a series of career exploration and career guidance activities in collaboration with local workforce development boards and other local workforce agencies, one-stop delivery systems, and other partners.
4. Description of how the LEA will improve academic and technical skills of CTE students through CTE courses.
5. Description of how special populations will be prepared for high-skill, high-wage, or in demand occupations that will lead to self-sufficiency.

⁴ *Strengthening Career and Technical Education for the 21st Century*, Section 134(b)



Local Application Required Components

6. Description of provided work-based learning opportunities.
7. Description of postsecondary credit opportunities for CTE students.
8. Description of recruitment, preparation, retention, and training of teacher, faculty, administration, and specialized instructional support personnel.
9. Description of addressing disparities and/or gaps in performance between groups of students.



FY22 Local Application Timeline



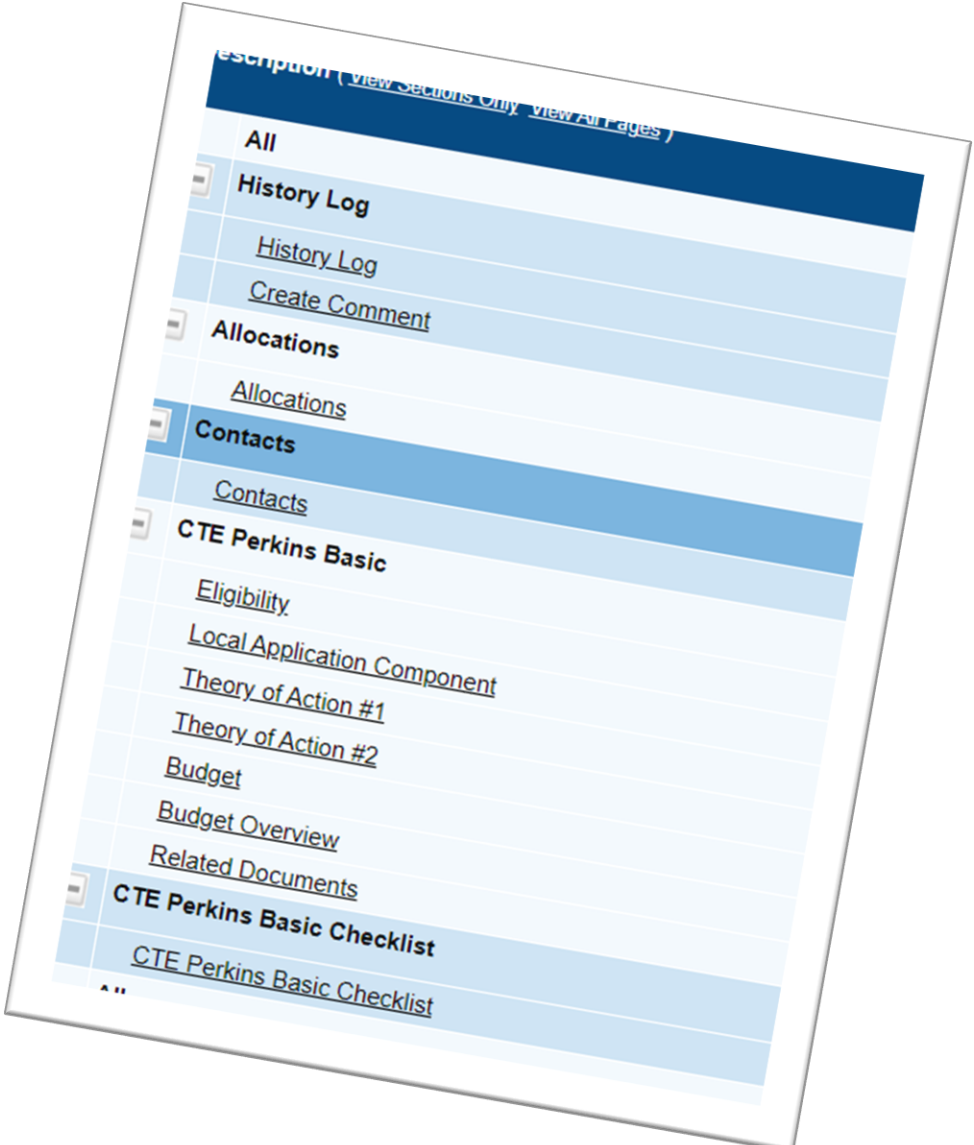
Local Application in ePlan

Have questions about the functionality of ePlan? Drop your question in the Q&A section now.



Local Application Sections

- History Log
- Allocations
- Contacts
- CTE Perkins Basic
- CTE Perkins Basic Checklist



The screenshot shows a web application interface with a table of local application sections. The table has a header row with a dark blue background and white text. The header row contains the text "Description (view sections only view all pages)". The table has several rows, each representing a section. The sections are: "All", "History Log", "History Log", "Create Comment", "Allocations", "Allocations", "Contacts", "Contacts", "CTE Perkins Basic", "Eligibility", "Local Application Component", "Theory of Action #1", "Theory of Action #2", "Budget", "Budget Overview", "Related Documents", "CTE Perkins Basic Checklist", and "CTE Perkins Basic Checklist". The sections are grouped into five main categories, each with a small icon to its left: "All", "History Log", "Allocations", "Contacts", and "CTE Perkins Basic". The "CTE Perkins Basic" category is expanded, showing its sub-sections. The table is tilted at an angle.

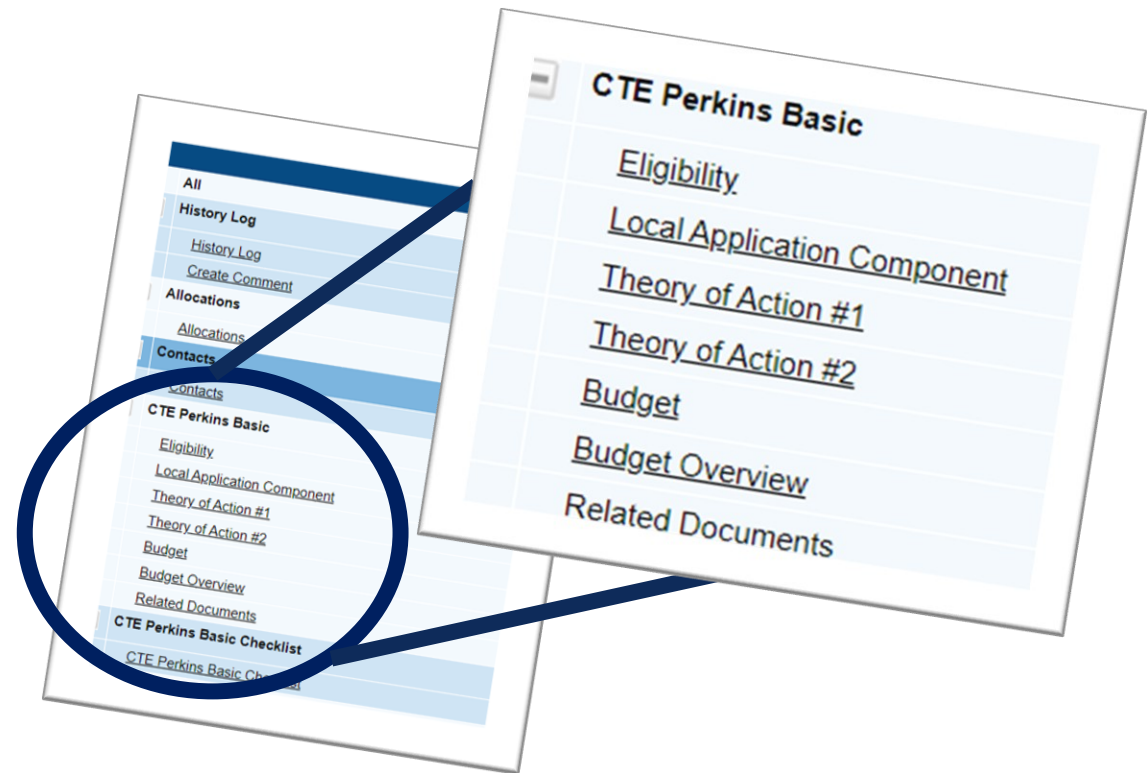
Description (view sections only view all pages)
All
History Log
History Log
Create Comment
Allocations
Allocations
Contacts
Contacts
CTE Perkins Basic
Eligibility
Local Application Component
Theory of Action #1
Theory of Action #2
Budget
Budget Overview
Related Documents
CTE Perkins Basic Checklist
CTE Perkins Basic Checklist





Local Application – CTE Perkins Basic Section

- Eligibility
- Local Application Components
- **NEW!** Theory of Action #1
- **NEW!** Theory of Action #2
- **UPDATED!** Budget
- Budget Overview
- Related Documents



Eligibility Subsection





CTE Perkins Basic – Eligibility Subsection

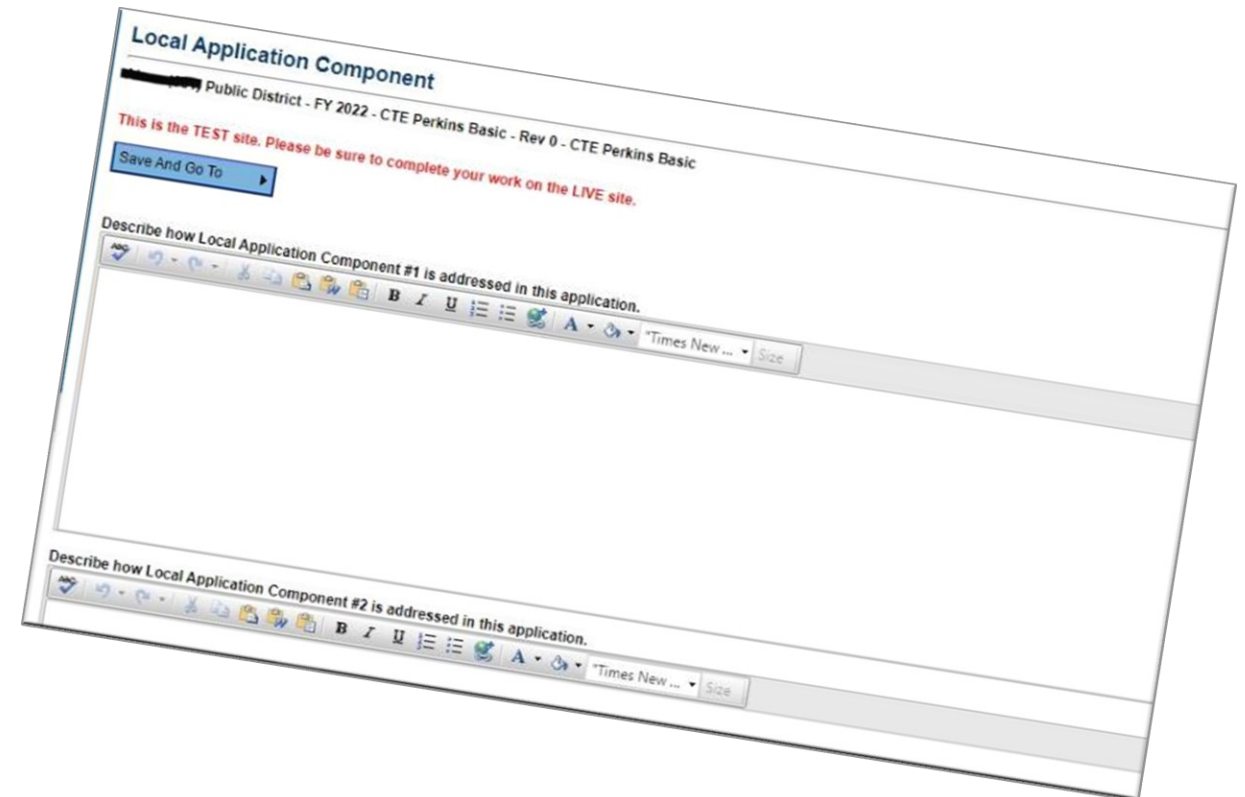
- **CTE Director Employment Standard** | Identify the local Career and Technical Education director in your LEA responsible for the administration of Perkins funds and CTE funded programs.
- **Two Programs of Study** | The programs of study that you identify for Perkins funding should be in place over time. These programs of study should **meet all 5 size, scope, and quality indicators**.
- **Consortium** | Any local educational agency receiving an allocation that is not sufficient to conduct a program which meets the requirements of section 135 (Uses of Funds) is encouraged to form a consortium.
- **Assurances and Conditions** | Assurances and Conditions are available in the TDOE Document Library of ePlan or [click here](#).

Local Application Component Subsection



CTE Perkins Basic – Local Application Components Subsection

- Provide description of how this local application addresses each of the nine local application components.
- Refer to pages 10-11 of the FY23 Local Application Guide for required local application components



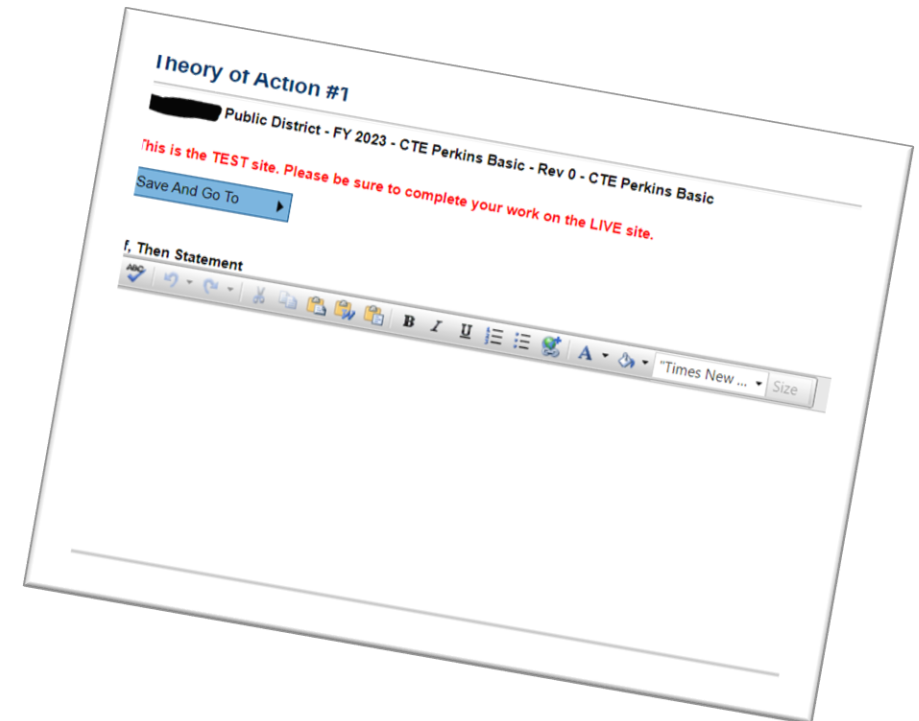
Theory of Action Subsections





CTE Perkins Basic – Theories of Action (ToA)

- **New!** for FY23
- LEAs **must** have two theories of action.
 - A theory of action is a logical chain of reasoning that explains how change will lead to improved practices and student outcomes.
 - If we do ABC, then we can expect XYZ, so that student outcomes are 123.
- Theories of Action **must** be based on FY22 CLNA results.
- Theories of Action will be for the FY23 **and** FY24 local applications.



CTE Perkins Basic – Theories of Action (ToA)

Theories of Action can be of any grain size, so what is right for the local application?

Big Grain Size | Focuses on the “big” picture or

- **Example:** If we partner with local workforce development boards and other workforce agencies, then we can develop a series of career exploration and career guidance activities so that students are prepared to enter the workforce upon graduation.
- **Possible action steps:**
 - Focus on gaining workforce feedback from advisory council(s)
 - Development and implementation of career exploration and career guidance activities (including PD needs)
 - Improvement on CIP 5S3 and 5S4.
- **Consideration**
 - Is this too big of a theory to clearly define the LEAs intention?



CTE Perkins Basic – Theories of Action (ToA)

Theories of Action can be of any grain size, so what is right for the local application?

- Medium Grain Size | Focuses on state plan and district priorities
 - **Example:** If we support high-quality programs of study by ensuring vertical alignment to career pathways, then students will have access to seamlessly transition to high-wage, high-skill, and/or in-demand industries or occupations so that they are prepared for career and college success upon graduation.
 - **Possible Action Steps**
 - Establish new program of study (including PD activities and equipment purchases)
 - Improve current programs of study (PD, SSQI portfolio, update equipment, etc.)
 - CIP improvement (across the board)
 - **Considerations**
 - Do my action steps get too small that they are more tasks to be done than actions to complete?



CTE Perkins Basic – Theories of Action (ToA)

Theories of Action can be of any grain size, so what is right for the local application?

- Small Grain Size | Focuses on specific program aspect or accountability measure
 - **Example:** If we create a crosswalk of CTE courses to science standards, then our students/teachers will be able to connect academic and technical skills so that students are meeting benchmarks on science assessments.
 - **Possible Action Steps**
 - Creation/implementation of crosswalk of course standards (including PD activities)
 - Establish communities of practice to connect science and CTE educators.
 - **Considerations**
 - Is this theory of action too small that the LEA cannot spend on and improve other aspect of CTE?







CTE Perkins Basic>ToA>Action Steps

- **Updated!** for FY23
- Action steps should be rooted in research-based practices that will drive the change described in the theory of action.
- All action steps should follow the **SMART formula**, specific, measurable, achievable, relevant, and time-bound.
- The following must be addressed in action steps:
 - activities,
 - equipment,
 - use of new and emerging technology,
 - professional development, and
 - special populations.



CTE Perkins Basic>ToA>Action Steps

- **Define Action Step** (Specific and Achievable)
 - What activities will take place during the next school year that are related to the ToA?
- **Define Action Outcome** (Measurable)
 - What does success look like for this action?
 - Outcomes should align to the ToA this action is reinforcing.
- **Define Action Evaluation Strategy** (Measurable)
 - How will you know your action step's outcome has been achieved/reached?
 - Who will evaluate the action step's outcome?

Action Step	Outcome	Evaluation Strategy
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CTE Perkins Basic>ToA>Action Steps

- **Identify Equipment** (Specific and Relevant)
 - List planned equipment to be purchased.
 - Equipment should be specific – example: “iPad Mini” or “iPad Air” is acceptable; “tablets” is not acceptable.
 - Quantity does not need to be listed.
 - For example: If the LEA is planning to purchase iPad minis for 6 programs of study, totaling 32 iPad Minis, a simple entry of “iPad Minis” is acceptable in the “Equipment” box.
- **Identify Equipment POS and School** (Specific and Relevant)
 - Identify the schools and program of study that will be receiving the planned equipment purchase. Quantities are optional, but not required.

Equipment	Equipment POS and School
<div></div> <div>Check Spelling</div> <div>0 of 8000 characters</div>	<div></div> <div>Check Spelling</div> <div>0 of 8000 characters</div>

Action Step Quality Check

- Do the action steps ensure progress toward the change identified in the theory of action?
- Do the action steps account for mitigation of potential or realized risks?
- Do the action steps have data identified to use for evaluation?



Budget Subsection





CTE Perkins Basic – Budget Subsection

- No budget category changes from FY22

Budget Category	Aligned to...	Good to Knows...
71300 – Vocational Education Program	Instruction	336 is for maintenance 429C is for all consumables 730 is for equipment Personnel aligned here should be tied to instructional support
72130 – Other Student Support	CTSO, PD	146C, 355C, and 399C are all for CTSOs. 189PD, 399 PD, 524PD count toward PD minimum.
72230 – Support Service/Vocational Education Program	Admin of Perkins Basic funds	All line items count toward admin maximum.
99100 – Transfers Out	Indirect costs	All line items count toward admin maximum.

Budget
Public District - FY 2022 - CTE Perkins Basic - Rev 0 - CTE Perkins Basic

This is the TEST site. Please be sure to complete your work on the LIVE site.

Go To

Indirect Cost

Total Contributing to Indirect Cost: \$0.00

Indirect Cost Rate: 0.00%

Maximum Allowed for Indirect Cost: \$0.00

Action	Account Number	Total
View	71300 - Vocational Education Program	\$0.00
View	72130 - Other Student Support	\$0.00
View	72230 - Support Services/Vocational Education Program	\$0.00
View	99100 - Transfers Out	\$0.00

Go To

Total	\$0.00
Adjusted Allocation	\$0.00
Remaining	\$0.00



CTE Perkins Basic – Budget Detail Subsection

- **Updated!** Budget Tags
- Available Tags:
 - Theory of Action
 - Select up to one two theory of action
 - Action Step
 - Select up to one aligned action step
 - Uses of Funds
 - Select all aligned uses of funds

Create Budget Detail

Public District - FY 2023 - CTE P

This is the TEST site. Please be sure to om

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost P

Maximum Allowed Indirect Cost

Account Number: 713

Line Item Number: 116

Theory of Action: (Select at least 1, and up to 1 tag(s))

Action Steps: (Select at least 1, and up to 1 tag(s))

Use of Funds: (Select Tag)

Optional Program Code:

Location Code: Alcoa (051)

Quantity: 1.00

Cost: \$0.00

Budget Detail Total: \$0.00

Total for all other Budget Details: \$0.00

Total for all Budget Details: \$0.00

Adjusted Allocation: \$0.00



Budgeting for Personnel

- Administration activities:
 - Developing and evaluating local application
 - Monitoring and evaluating effectiveness of programs of study
 - Assuring compliance with all applicable federal and state laws
 - Inventory
 - Bookkeeping (fiscal, records, purchasing, etc.)
 - CLNA and/or advisory council facilitation
 - Data collection and reporting
 - **Budget to a line item in 72230**
- Non-Admin activities
 - Professional Development (stipends, speakers, travel)
 - Curriculum support
 - **Budget to a line item in 71300 or 72130**

Related Documents Subsection





CTE Perkins Basic – Related Documents

- For FY23, there are no required related documents.
- Possible Optional Documents:
 - Job Descriptions
 - Additional Supporting Documents
 - Rural Waiver
 - Core Indicator Performance Improvement Plan



CTE Perkins Basic – Related Documents

JOB DESCRIPTIONS

- Identify the funding source(s) within the job description
 - Federal, Local, etc...
- Identify the Perkins V line items and amounts
 - Can summarize benefits
 - 71300 – Job related to instruction or instructional support (non-admin)
 - 72130 – Job related to professional development (non-admin)
 - 72230 – Job related to administration of grant funds (admin)
- Categorize job duties/responsibilities as admin or non-admin
 - See “Budgeting for Personnel” slide for more details

Next Steps

Have questions about additional technical assistance and/or support?
Drop your questions in the Q&A section now.



Local Application Support/Technical Assistance

- From Sarah
 - Office Hours - every Tuesday from 11:00 a.m. – 12:00 p.m.
 - [Click here to join the meeting](#)
- From CORE
 - January Regional Study Council
 - Scheduled 1:1 support
 - Office Hours, as established



Resource Reminder

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 - Provides details for each section of the local application, including screen shots and step-by-step instructions.
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Thank You!

#TNBestforAll

